

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Processing Assistant III (Position #320-3 & 320-5)
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$24,454 - \$25,628
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: January 23, 2014
DATE AVAILABLE: Immediately
CLOSING DATE: February 1, 2014

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to track case record locations, handle incoming and outgoing correspondence and mail, maintain statistical and compliance logs and perform agency-wide word processing services.

ESSENTIAL JOB FUNCTIONS

Performs a variety of office support and/or technical tasks to accomplish the specialized processing of information, documents or materials. Working knowledge of steps and procedures required to process data through a computer system. General knowledge of filing systems and maintenance of records. Must be able to handle a high volume of work and prioritize time to meet deadlines. Must be able to differentiate and understand several data entry systems and work with them simultaneously. This position is in the Central Clerical Unit.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned by the supervisor including shelter management duties in times of natural disaster. Bilingual (Spanish) a plus.

MINIMUM EDUCATION AND EXPERIENCE

High school graduation and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience. Must be knowledgeable in word processing, in the operation of computers, typewriters, calculators and copiers. Prefer individual with outstanding computer skills including Microsoft Word, Microsoft Excel and PowerPoint. Working knowledge of basic terminology for SIS System, preferred.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Typing test required which may be completed at the Division of Employment Security. Resumes will not be accepted unless accompanied by a completed application and typing test. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

